



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: UNIT SUPERVISOR

<b>SALARY RANGE:</b>	<b>Range S: \$6,658 - \$7,230 per month*</b> <small>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Various Programs/Various Departments</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

### DESCRIPTION OF DUTIES:

Sonoma Developmental Center has an immediate vacancy for a Unit Supervisor. The Unit Supervisor reports to the Program Director or designee and is responsible for the management and supervision of a residence on a 24-hour basis. Typical duties of a Unit Supervisor may include directing all routine nursing activities of residence staff and overseeing total nursing care during a 24-hour period; participating in the quality assurance and quality improvement process; maintaining a safe, sanitary and therapeutic environment which promotes respect and dignity and protects the privacy, rights, confidentiality and physical/emotional well-being of clients; communicating and carrying out the facility's mission, goals, and objectives and explains staff roles in their implementation; monitoring compliance with various standards of client care; responsible for orientation, training, scheduling, counseling and evaluating the performance of assigned personnel; participating in training programs and attending and participating in training as required; responding to emergencies that involve the use of medical/behavioral intervention techniques; assisting clients in all activities of daily living such as bathing, dressing, grooming, and dining--these duties include lifting, positioning, and client mobility; assisting staff in clients' occupational, recreational, vocational and educational therapy programs.

### WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) obtaining list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per SPB Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

### SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center  
Human Resources Personnel Examination Unit – Room 124  
P.O. Box 1493  
15000 Arnold Drive  
Eldridge, CA 95431

(707) 938-6494 Contact Katrina Blankenship for questions specific to duties of the position. Civil Service Eligibility will be determined by the analyst in the Human Resources Department at Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.